

BICENTENNIAL INFORMATION NETWORK**INSTRUCTIONS FOR PROJECT INPUT FORM NO. 1**

This form is divided into two parts; the Project Information Section (Part I) and the Master Calendar of Events Section (Part II). Part I must be filled out as completely as possible for each project or event. Part II should be filled out for each event as defined in the attached "Glossary of BINET Input Form Terms." Using this Glossary and the instructions on the form, it will be easy for a project submitter to fill out the forms. Please follow the instructions exactly. This will enable operators to keypunch the information directly from these forms.

In filling out the descriptive portions of Part I, standard or easily recognizable abbreviations are not only acceptable but strongly encouraged so as to include as much information as possible. Please do not exceed the number of spaces given on the form for such items.

If possible, please submit this form through your State Bicentennial organization for its knowledge and approval, and submission to BINET. If this is not possible, please send them a courtesy copy.

Immediately upon entry into BINET the sponsor organization and the State Bicentennial Organization(s) concerned will be sent a copy of all the information entered into BINET for the particular project. This will be for information and editing purposes, if necessary. All correspondence should reference the project number assigned by ARBC.

INCLUSION OF A PROJECT OR EVENT IN BINET DOES NOT IMPLY OFFICIAL RECOGNITION AT THE NATIONAL LEVEL.

This form is provided for additional events that have the same project classification and presentation form. If the project classification and/or presentation form is different for any additional event, a new complete project input form must be completed for each such event.

Any changes or additions to any of the information concerning a project should be promptly submitted to BINET, 736 Jackson Place, N.W., Washington, D.C. 20276. Please use the BINET assigned Project Number as the main identifier when requesting any change in reported information.

GLOSSARY OF BINET INPUT FORM TERMS

PROJECT — A significant international, national, State or local Bicentennial activity. Significant local activities must attract at least statewide interest.

EVENT — A significant international, national, State or local Bicentennial event that is site and time oriented. Significant local events must attract at least Statewide interest.

PROJECT TITLE — A brief title best illustrating the project's purpose or theme, using key descriptive words.

BRIEF DESCRIPTION OF PROJECT — Phrases (rather than complete sentences) and standard abbreviations should be used to describe as succinctly and illustratively as possible the exact nature of the project.

THEMATIC PROGRAM AREA — Use the following guidelines in deciding which thematic program area most closely fits the project's major thrust.

- Heritage '76** — All Americans have the opportunity to experience the heritage and values of this Nation.
- Festival USA** — Citizens of all countries have access to participate in festive and cultural events and projects honoring America's 200th anniversary commemoration.
- Horizons '76** — Americans should establish or achieve new goals during the Bicentennial Era.

GEOGRAPHIC SCOPE — One of 4 area categories (International, National, Regional, Statewide) depicting the population affected by, or audience interested in, the project. "Regional" means beyond State boundaries, usually involving 3 or more States. While the area affected by the project of regional scope may not coincide with the Federal (GSA) regions, these are listed below for your information, and are used in BINET retrievals to select information on a regional basis.

- New England** — Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Eastern** — New Jersey, New York, Puerto Rico, Virgin Islands
- Mid-Atlantic** — Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
- Southern** — Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
- Mid-West** — Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
- Plains** — Iowa, Kansas, Missouri, Nebraska
- Southwest** — Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Mountain — Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

Pacific — American Samoa, Arizona, California, Guam, Hawaii, Nevada

Northwest — Alaska, Idaho, Oregon, Washington

CONCEPTUAL — Those projects which appear to be suitable but require further feasibility analysis.

PLANNING — Those projects which are suitable and feasible and for which a commitment of resources has usually been made.

IMPLEMENTATION — Those projects for which definitive plans have been developed and which are likely to be accomplished.

OPERATIONAL — Those projects which are available for the intended audience.

GENERAL AUDIENCE — Audience size estimates should be provided only when accurate estimates are feasible. Consider only the 1973–1977 time frame.

SPECIAL INTEREST — Should be broadly defined as those who are the target of a project, such as spectators, readers of a book project, and the like. It does not include participants in the project's creation or operation.

SPONSOR INFORMATION — Inquiries for further information on the project and any associated events will be directed to the principal sponsoring organization named on the form. This should be the responsible source of the best information on the project.

MASTER CALENDAR OF EVENTS INFORMATION — In Item 24, fill out the event title and/or a very brief description for each event occurring under the overall project.

GENERAL — For conformity in the spelling of the city locations wherever called for, please use the spelling given in the U.S. Postal Service's **National Zip Code Directory**. Please reference page vii of this volume for standard two-letter state codes and relevant abbreviations for street designators. Also on pages vii through xii of this volume are abbreviations for postal locations which cannot be abbreviated to 13 characters and spaces. Please use these when applicable.

A

[illegible]

004

BINET PROJECT INPUT FORM

☐ Initial Entry ☐ Update Entry (Check one)

Numbers in parentheses after information items indicate maximum number of spaces provided for alphabetic characters, numbers, punctuation marks, symbols, and spaces between words, for easy insertion into BINET. Exceeding this amount

will require editing. Part I must be completed for all projects. Part II must also be completed for events that will be included in the Master Calendar of Events. Please use a pencil to fill out this form. Do not use ink or typewriter.

PART I

ITEM 1 PROJECT TITLE (50)

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ITEM 2 PROJECT DESCRIPTION – Brief description of, and key words describing, the project (3 lines of 68 ea.)

[illegible]

ITEM 3 **THEME AREA** – Check the one program theme area most closely corresponding to the project’s major thrust.

___ 1. Heritage 76 ___ 2. Festival USA ___ 3. Horizons 76

ITEM 4 **GEOGRAPHIC SCOPE** – Check the **one** geographic area which best describes the scope of the audience interested in, or population affected by, this project and any associated events.

☐ 1. International ☐ 2. National ☐ 3. Regional
☐ 4. Statewide

ITEM 5 DATE EMPHASIS — If the project has its main operational thrust in a specific year, check appropriate year. If the project's main thrust will occur over a period of more than one year, check all years involved.

___ 1.1973 ___ 2. 1974 ___ 3.1975 ___ 4.1976
___ 5.1977 ___ 6. After 1977

ITEM 6 PROJECT CLASSIFICATION – The purpose of classification is to identify the one principal field of interest to which the project is most closely oriented. Please check the proper one.

— 01. Agriculture	— 04. Athletics
— 02. Architecture	— 05. Business & Economics
— 03. Archeology	— 06. Citizenship

ITEM 6 – PROJECT CLASSIFICATION (Cont'd)

___ 07. Communications	___ 29. Literature
___ 08. Community Development	___ 30. Maritime Affairs
___ 09. Crafts	___ 31. Military Affairs
___ 10. Dance, Classical	___ 32. Music, Classical
___ 11. Dance, Folk	___ 33. Music, Folk
___ 12. Dance, Modern	___ 34. Music, General
___ 13. Ecology	___ 35. Music, Opera
___ 14. Education	___ 36. Music, Popular
___ 15. Folk Culture	___ 37. Painting
___ 16. Government, Federal	___ 38. Philosophy
___ 17. Govt., State & Local	___ 39. Photography
___ 18. Graphic & Visual Aids	___ 40. Physical development
___ 19. Health	___ 41. Preservation
___ 20. Historic Personalities	___ 42. Religion
___ 21. History, American Revolution	___ 43. Science & Technology
___ 22. History, General	___ 44. Social & Behavioral Sciences
___ 23. Hospitality	___ 45. Sculpture
___ 24. Housing	___ 46. Theater
___ 25. International Relations	___ 47. Transportation
___ 26. Labor	___ 48. Travel
___ 27. Legal	___ 99. Other (Specify)
___ 28. Leisure & Recreation	

ITEM 7 PROJECT PRESENTATION FORM — Check the one category most oriented to: (a) the way the project is to be presented or (b) the form in which the project will take shape.

- | | |
|---|--|
| <input type="checkbox"/> 01. Award | <input type="checkbox"/> 23. Presentation |
| <input type="checkbox"/> 02. Ceremony | <input type="checkbox"/> 24. Program Facilitation |
| <input type="checkbox"/> 03. Coins | <input type="checkbox"/> 25. Books |
| <input type="checkbox"/> 04. Commemoration | <input type="checkbox"/> 26. Magazines |
| <input type="checkbox"/> 05. Commissioning | <input type="checkbox"/> 27. Newspapers |
| <input type="checkbox"/> 06. Competition | <input type="checkbox"/> 28. Pamphlets |
| <input type="checkbox"/> 07. Conference | <input type="checkbox"/> 29. Other Publications |
| <input type="checkbox"/> 08. Construction | <input type="checkbox"/> 30. Radio |
| <input type="checkbox"/> 09. Convention | <input type="checkbox"/> 31. Recording |
| <input type="checkbox"/> 10. Convocation | <input type="checkbox"/> 32. Research |
| <input type="checkbox"/> 11. Educational Course | <input type="checkbox"/> 33. Restoration |
| <input type="checkbox"/> 12. Exchange | <input type="checkbox"/> 34. Seminar |
| <input type="checkbox"/> 13. Exhibit | <input type="checkbox"/> 35. Stamps |
| <input type="checkbox"/> 14. Exposition | <input type="checkbox"/> 36. Survey |
| <input type="checkbox"/> 15. Fair | <input type="checkbox"/> 37. Symposia |
| <input type="checkbox"/> 16. Fellowship | <input type="checkbox"/> 38. Television |
| <input type="checkbox"/> 17. Festival | <input type="checkbox"/> 39. Theater |
| <input type="checkbox"/> 18. Film | <input type="checkbox"/> 40. Tours |
| <input type="checkbox"/> 19. Medal | <input type="checkbox"/> 41. Volunteer Effort |
| <input type="checkbox"/> 20. Model Project | <input type="checkbox"/> 99. Other (Specify) _____ |
| <input type="checkbox"/> 21. Parades | |
| <input type="checkbox"/> 22. Performance | |

ITEM 8 STATUS — Check the current status of the project.

- | | |
|---|---|
| <input type="checkbox"/> 01. Conceptual | <input type="checkbox"/> 03. Implementation |
| <input type="checkbox"/> 02. Planning | <input type="checkbox"/> 04. Operational |

ITEM 9 GENERAL AUDIENCE AFFECTED — Please give your best estimate of the size of the audience which the project will affect in the years 1973–77; show estimate in thousands (i.e., 250,000 = 250). Estimate: _____

ITEM 10 SPECIAL INTEREST — If the project or event will have special interest appeal to a particular group, please indicate one of the following:

- | | |
|---|---|
| <input type="checkbox"/> 01. Black | <input type="checkbox"/> 04. Native Americans |
| <input type="checkbox"/> 02. Ethnic, Other | <input type="checkbox"/> 05. Oriental |
| <input type="checkbox"/> 03. Mexican-American | <input type="checkbox"/> 06. Patriotic Groups |

ITEM 10 SPECIAL INTEREST (Cont'd)

- | | |
|--|--|
| <input type="checkbox"/> 07. Rural | <input type="checkbox"/> 13. Urban |
| <input type="checkbox"/> 08. Spanish-Speaking, Other | <input type="checkbox"/> 14. Women |
| <input type="checkbox"/> 09. Students, Elementary | <input type="checkbox"/> 15. Youth |
| <input type="checkbox"/> 10. Students, High School | <input type="checkbox"/> 16. General |
| <input type="checkbox"/> 11. Students, College | <input type="checkbox"/> 99. Other (Specify) _____ |
| <input type="checkbox"/> 12. Students, Adult | |

ITEM 11 PROJECT LOCATION — Give the city and State (or foreign country) in which the project is located, or the focal or primary city if a larger area is involved. If more than one Congressional District is affected by the project, write "88" in the indicated blank.

- A. City (13)
- B. State (Official Zip Code Book 2-letter abbreviation)
- C. Foreign Country (Fill in name) _____
- D. Congressional District (2 numeric digits)

ITEM 12 SPONSOR CATEGORY — Check below the one type which best describes the major sponsoring organization.

- | | |
|---|---|
| <input type="checkbox"/> 01. Agriculture | <input type="checkbox"/> 20. Film |
| <input type="checkbox"/> 02. Art Gallery | <input type="checkbox"/> 21. Fraternal |
| <input type="checkbox"/> 03. Athletic | <input type="checkbox"/> 22. Govt., Federal |
| <input type="checkbox"/> 04. Community Bicent. Org. | <input type="checkbox"/> 23. Govt., Foreign |
| <input type="checkbox"/> 05. County Bicent. Org. | <input type="checkbox"/> 24. Govt., Regional |
| <input type="checkbox"/> 06. Foreign Bicent. Org. | <input type="checkbox"/> 25. Govt., State & Local |
| <input type="checkbox"/> 07. Regional Bicent. Org. | <input type="checkbox"/> 26. Govt., U.N. |
| <input type="checkbox"/> 08. State Bicent. Org. | <input type="checkbox"/> 27. Health |
| <input type="checkbox"/> 09. Natl. Bicent. Org. | <input type="checkbox"/> 28. Historical |
| <input type="checkbox"/> 10. Other Bicent. Org. | <input type="checkbox"/> 29. Hobby |
| <input type="checkbox"/> 11. Business | <input type="checkbox"/> 30. Hospitality |
| <input type="checkbox"/> 12. Civic Group | <input type="checkbox"/> 31. Individual |
| <input type="checkbox"/> 13. Club | <input type="checkbox"/> 32. Labor |
| <input type="checkbox"/> 14. Crafts | <input type="checkbox"/> 33. Legal |
| <input type="checkbox"/> 15. Dance Group | <input type="checkbox"/> 34. Library |
| <input type="checkbox"/> 16. Education | <input type="checkbox"/> 35. Magazine |
| <input type="checkbox"/> 17. Environmental | <input type="checkbox"/> 36. Military |
| <input type="checkbox"/> 18. Ethnic | <input type="checkbox"/> 37. Museum |
| <input type="checkbox"/> 19. Exhibition | <input type="checkbox"/> 38. Newspaper |

ITEM 12 SPONSOR CATEGORY (Cont'd)

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- | | |
|---|--|
| <input type="checkbox"/> 39. Opera | <input type="checkbox"/> 52. Technological |
| <input type="checkbox"/> 40. Orchestra | <input type="checkbox"/> 53. Television |
| <input type="checkbox"/> 41. Patriotic | <input type="checkbox"/> 54. Theater |
| <input type="checkbox"/> 42. Public Affairs | <input type="checkbox"/> 55. Transportation |
| <input type="checkbox"/> 43. Publishing | <input type="checkbox"/> 56. Travel |
| <input type="checkbox"/> 44. Radio | <input type="checkbox"/> 57. Veteran |
| <input type="checkbox"/> 45. Recording | <input type="checkbox"/> 58. Volunteer |
| <input type="checkbox"/> 46. Recreation/Leisure | <input type="checkbox"/> 59. Womens |
| <input type="checkbox"/> 47. Religious | <input type="checkbox"/> 60. Youth |
| <input type="checkbox"/> 48. Rural | <input type="checkbox"/> 61. Product Sales |
| <input type="checkbox"/> 49. Service | <input type="checkbox"/> 99. Other (Specify) _____ |
| <input type="checkbox"/> 50. Scientific | |
| <input type="checkbox"/> 51. Social Sciences | |

ITEM 13 TITLE OF PRINCIPAL SPONSORING ORGANIZATION (66)

ITEM 14 STREET ADDRESS OF PRINCIPAL SPONSORING ORGANIZATION (36)

ITEM 15 CITY OF PRINCIPAL SPONSORING ORGANIZATION (13)

ITEM 16 STATE/COUNTRY (2)

A. State

B. Foreign Country (Fill in name) _____

C. Congressional District (2 numeric digits)

ITEM 17 ZIP CODE (5)

ITEM 18 PHONE NUMBER (10)
(Area Code - Local Number)

ITEM 19 SPONSOR CONTACT - Please give the person to contact within the sponsoring organization who will be most cognizant of the current and projected status of the project. Include name and title. (50)

ITEM 20 FUNDING INFORMATION - List in order of Fiscal Year (July 1 through June 30) the already spent, committed and anticipated funds required for the successful completion of the project by source, from prior to 1974 through Fiscal Year 1977. Please put these figures rounding off to the thousands of dollars; i.e., \$278,000 = 278, \$1,536,900 = 1537, etc.

These funds do not necessarily have to be actual dollars committed, but can be interpreted, in dollar value, of commitments of volunteer services, equipment donated or loaned, or other such tangible contributions to the Bicentennial commemoration for this particular project or event.

This information is for BINET use only and will be aggregated so that no individual sponsor or organization or group thereof, can be identified. This information will not be released for public use. It is needed for archival purposes and for providing cost estimates for the total Bicentennial.

FISCAL YEAR	PRIVATE FUNDS	STATE/LOCAL FUNDS	FEDERAL FUNDS
Prior to 1974	_____	_____	_____
1974	_____	_____	_____
1975	_____	_____	_____
1976	_____	_____	_____
1977	_____	_____	_____

ITEM 21 ENTRY DATE - Enter the date on which this was forwarded to BINET for inclusion or updating in the Bicentennial Information Network.

Mo / Da / Yr

ITEM 22 DATE OF NATIONAL RECOGNITION/ENCOURAGEMENT
(For BINET Use Only)

Mo / Da / Yr

ITEM 23 _____ For BINET use only.

Form Completed By: _____
(Name)

(Title)

BINET Project No. _____

Please fill out, as completely as possible, the time(s) and location(s) where the event will take place. If this information should change after original submission, please forward to BINET such changes as soon as they become known, so that BINET may remain current. Please use the BINET assigned project number as the main identifier of the project when reporting any changes to the event listed in ITEM 24.

If any of the information requested in Part I of this Project Information Input Form No. 1 is changed in connection with any additional events, a separate Project Input Form **must** be completed, in full, for each event. For example, if the Presentation Form (Item 7) is different for any additional event associated with a particular project, a separate Input Form **must** be completed for each such event.

1. A. Brief Event Description (68)

B. City (13)

C. State (2) ☐

D. Foreign Country (Fill in name)

E. Congressional District (2) ☐

F. Start Date _____
Mo / Da / Yr

G. Stop Date Mo / Da / Yr

H. BINET USE ONLY

2. A. Brief Event Description (68)

[illegible]

B. City (13)

C. State (2) ☐

D. Foreign Country (Fill in name) _____

E. Congressional District (2) ☐

F. Start Date Mo / Da / Yr

G. Stop Date Mo / Da / Yr

H. BINET USE ONLY

3. A. Brief Event Description (68)

[illegible]

B. City (13)

C. State (2) ☐

D. Foreign Country (Fill in name) _____

E. Congressional District (2) ☐

F. Start Date Mo / Da / Yr

G. Stop Date Mo / Da / Yr

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